

# MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Admissions/non-discrimination	
Policy Number: CTP 02	Standards/Statutes: ARM 37.27.130
Effective Date: 01/01/02	Page 1 of 3

PURPOSE: To outline admissions based on a non-discrimination bases

POLICY: The program will accept for admission persons who meet the criteria for admission to level III.7 care according to the laws enacted by the Montana State Legislature, ASAM Patient Placement Criteria, and Standards as defined by the Addictive and Mental Disorders Division. Admission to the program shall occur without distinction to race, color, sex, creed, culture, national origin, social origin, social condition, political affiliation, religion, or disability, except for bona fide program criteria. Whenever possible the program will encourages voluntary admissions to the treatment program. Involuntary admissions will be handled according to the law.

PROCEDURE:

## I. General Admission

- a. An individual requesting admission to the program (or a court referral) must be assessed as chemically dependent by a certified chemical dependency counselor and demonstrate a severity of illness which qualifies for Level III.7 care as defined by the ASAM patient placement criteria.
- b. Patients considered for admission must be at least 18 years of age and be capable of participating in the program. Medical and psychiatric issues must be stabilized in the community to the degree, which allows the patient the ability to participate and receive benefit from the program.
- c. All admissions will be scheduled in advance with the Admissions department.  
Admission hours – 8:00 a.m. – 8:00 p.m. Monday through Friday.
- d. Non-emergency phone calls to inquire about patients or to schedule elective admissions must be made during the above times.

- e. Emergency and involuntary admissions will be handled by the Program Director/or his designate in accordance with the law.
  - f. All patients will receive a medical history and physical within 72 hours of admission.
  - g. Admission may be refused if the patient fails to arrive at the scheduled date.
  - h. Denial of any person for admission will be documented, which includes the rationale for the denial.
- II. Emergency commitment - an intoxicated person who has threatened, attempted, or inflicted physical harm on another and is likely to inflict physical harm on another unless committed, or a person who is incapacitated by alcohol, may be committed to the detox for emergency treatment and be accompanied by a physician's certificate stating that he has examined the person to be committed within two (2) days before the certificate's date and facts reporting the need for emergency treatment. A physician employed by the Montana State Hospital may not be the certifying physician. (Section 530240394-(1) (2) MCA)
- a. The Director or on-call Supervisor designates the physician in charge of Medical unit or the on-call physician to act in his/her place and to perform the following clinical function:
    - 1. The physician will review all applications for emergency commitment. If the physician approves the applications, the patient may then be transported to the medical unit (Section 53-24-304 (3) M.C.A.).
    - 2. The physician will refuse the application if, in his opinion, the application and certificate fail to sustain grounds for commitment (Section 53-24-305 (4) M.C.A.).
    - 3. The patient may be transferred to another appropriate public or private treatment facility or detained for not more than five days (Section 53-24-305 (3) M.C.A.).
    - 4. The physician will, upon the advice of medical and counseling staff, within five days, discharge the patient when the grounds for commitment no longer exists, unless a petition of involuntary commitment has been filed, or the patient has signed a voluntary admission if approved by the court. However, under no circumstances may the person be detained more than ten (10) days after filing of the petition unless so ordered by the court (Section 53-24-305 (5) M.C.A.), or unless committed by involuntary or voluntary admission.
- III. Involuntary Commitment:
- a. The district court has the authority to commit a person to the custody of the department Health and Human Services for a period up to forty (40) days for chemical dependency treatment. The person may be discharged sooner if deemed appropriate. At the end of the 40 day period the person shall automatically be discharged unless, prior to the expiration of the 40 days,

- b. The Department obtains a court order from the committing district court for the Patient's recommitment. Discharge from the recommitment must occur after 90 days, unless the Department obtains another commitment from the committing district prior to the expiration of the first recommitment order. Only two recommitment orders are permitted. (Section 53-24-302 (5) (6)( M.C.A.).

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Revisions: \_\_\_\_\_

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Name Title Date

Approved By: \_\_\_\_\_ 01/01/02  
David J. Peshek, Administrator Date